



HUALAPAI NATION JOB ANNOUNCEMENT OPEN COMPETITIVE

JOB TITLE : Department Secretary
DEPARTMENT : Education & Training Department
CLASSIFICATION : Regular, Full Time, Non-Exempt
SALARY : DOQ
OPENING DATE : September 8, 2011
CLOSING DATE : September 21, 2011

POSITION SUMMARY:

Provide personal administrative support to the Education & Training Department. Duties include general, clerical, receptionist and project based work. Project a professional company image through in-person and phone interaction.

ESSENTIAL FUNCTIONS:

- Regular attendance is essential.
- Maintain department's purchase requisition/disbursements authorizations, incoming/outgoing vendor payments, and correspondence.
- Prepare correspondence, reports, and materials for publications and presentations.
- Setup department's travel arrangement.
- Setup accommodation and entertainment arrangements for department visitors.
- Maintain department's calendar and schedule.
- Maintain department's equipment inventory through appropriate request system.
- Setup and coordinate meetings and conferences.
- Create, transcribe, and distribute meeting agendas and minutes.
- Maintain all keys for department's transportation.
- Answer telephones and handle in appropriate manner.
- Meet and greet clients and visitors.
- Perform general clerical duties to include but not limited to: photocopying, faxing, mailing, and filing.
- Maintain hard copy and electronic filing system.
- Sign for UPS/Fed Ex/ Airborne packages.
- Research, price, and purchase office furniture and supplies.
- Coordinate project-based work.
- Supervise support staff.
- Prepare, evaluate, and monitor department reports.
- Assist in preparation of department proposals.
- Reconciles department program timesheets.
- Must know how to do timesheets.
- Maintain organization schedules.
- Performs similar job-related duties as assigned.

KNOWLEDGE AND SKILL REQUIREMENTS:

- Basic reading, writing and arithmetic skills required. This is normally acquired through a high school diploma or equivalent.

- Knowledge of Microsoft Office Suite and telephone etiquette. Computer literate with the ability to learn new software applications. Duties require professional verbal and written communications skills and the ability to type 45 wpm. Visibility of work requires attentions to detail, excellent organization skills, and discretion with confidential information.
- Work requires willingness to work a flexible schedule and occasional overnight travel

EDUCATION AND EXPERIENCE REQUIRED:

- High School diploma or GED. Associates Degree preferred.
- At least two to four years experience in responsible secretarial work.
- Must have a valid driver's license and be eligible for the tribe's insurance.
- Able to work with the General Public, screen calls, handle difficult people, and use interpersonal skills.
- Must submit to a pre-employment and random drug/alcohol screening.

HOW TO APPLY:

Submit a completed Employment Application to: Human Resources Department, P.O. Box 179, Peach Springs, AZ 86434, fax (928) 769- 1191, or call (928) 729-2215/2216 for information. To be considered for employment, the Human Resources Department must receive a completed application by 5:00 PM on the closing date. A resume **will not** be accepted in lieu of a completed employment application. **All applications and supporting documentation submitted becomes the property of the Human Resources Department; please keep copies for your own reference.**

PREFERENCE:

All applicants are considered without regard to age, sex, race, national origin, religion, marital status, or physical disability. However, preference may be extended to persons of Indian descent in accordance with Pubic Law 88-355, Section 703 (702-71) and public Law 93-638, Section 7B.

THE HUALAPAI TRIBE IS AN EQUAL OPPORTUNITY EMPLOYER/PROGRAM
Auxiliary aids and services available upon request to individuals with disabilities